

DRAFT OMB SUPPORTING STATEMENT FOR  
NUREG/BR-0238, Materials Annual Fee Billing Handbook,  
NRC Form 628, "Financial EDI Authorization"  
NUREG/BR-0254, Payment Methods  
NRC Form 629, "Authorization for Payment by Credit Card"

(OMB Clearance No. 3150-0190)

REVISION

Description of the Information Collection

The Office of the Chief Financial Officer is responsible for billing licensees, applicants, and individuals for payment of civil penalties, full cost licensing fees, and inspection fees. The four methods used to pay bills owed the NRC are: (1) Payment by Automated Clearinghouse Network (ACH); (2) Payment by Credit Card; (3) Payment by Electronic Funds Transfer; and (4) Payment by Check. The above NUREGs are used in the billing cycle to instruct licensees how to transfer monies owed the NRC. The payment methods are defined in the above NUREGs. The Materials Annual Fee Billing Handbook (NUREG/BR-0238) is an information handbook only that provides answers to frequently asked questions, as well as payment methods and procedures, and accompanies invoices submitted to materials licensees. NRC Form 628, "Financial EDI Authorization," and Payment Methods (NUREG/BR-0254) which has an accompanying NRC Form 629, "Authorization for Payment by Credit Card," are the payment methods that impose information collection burdens on licensees and are described in this Supporting Statement.

A. JUSTIFICATION

1. Need for and Practical Utility of the Collection of Information.

NRC Form 628, "Financial EDI Authorization," is an option used to make payment through the Automated Clearinghouse (ACH) Network. This form authorizes the licensee's bank to pay invoices to the NRC through the ACH. The NRC Form 628 requests the licensee's name, electronic funds transfer contact, telephone number, address, authorized signature and title.

NRC Form 629, "Authorization for Payment by Credit Card," is another option used to authorize payment. The credit card authorization form is used by licensees to authorize payment by credit card for license fees and for payment of fees for fingerprint cards. The form solicits information that identifies the cardholder's name, address, account number, card expiration date, cards accepted, cardholder's signature, invoice number or license number.

There are no recordkeeping requirements associated with this collection.

2. Agency Use of Information.

The agency properly credits monies received through the ACH and credit card companies when these two methods are utilized by the licensees to pay their indebtedness to the NRC.

3. Reduction of Burden Through Information Technology.  
There is no legal obstacle to reducing the burden associated with this information collection by use of information technology. Moreover, NRC encourages licensees to make payment through Electronic Funds Transfer (EFT). This action is consistent with the Debt Collection Improvement Act of 1996.
4. Effort to Identify Duplication and Use Similar Information.  
The Information Requirements Control Automated System (IRCAS) was searched for duplication, and none was found.
5. Effort to Reduce Small Business Burden  
Many of the licensees billed annually are small businesses. Efforts have been made to keep the method of collecting fees as simple as possible and requirements for information have been kept to a minimum.
6. Consequences to Federal Program or Policy Activities if the Collection Is Not Conducted or Is Conducted Less Frequently.  
The impact to the NRC fee program if the collection is not conducted or is conducted less frequently would be minimal, except for the fingerprint fees which must be paid by credit card. Licensees, applicants and individuals will continue to have two options open to them to pay future bills and invoices mailed to them. They may send a check or use an electronic funds transfer through FedWire.
7. Circumstances which Justify Variation from OMB Guidelines.  
Not Applicable.
8. Consultations Outside the NRC.  
  
An opportunity for comment has been published in the Federal Register.
9. Payment or Gift to Respondents.  
Not Applicable.
10. Confidentiality of the Information. NRC provides no pledge of confidentiality for the collection. To the extent information is business confidential, procedures are in place to protect the information from improper disclosures.
11. Justification for Sensitive Questions.  
  
Not applicable.

12. Estimate of Annualized Burden and Burden Hour Cost.

For NRC Form 628, Financial EDI Authorization, it is estimated that it takes about 5 minutes to read the instructions and complete the form. It is estimated that approximately 10 forms will be completed annually with an estimated burden of .8 hour (10 forms x .0833 = .83 hours). The estimated annual cost is \$130 (5 minutes [.0833 hr/form] x 10 x \$156).

For NRC Form 629, "Authorization for Payment by Credit Card," and NUREG/BR-0254, it is estimated that it takes about 5 minutes to read the instructions and complete the form. It is estimated that approximately 7,320 forms will be completed annually with an estimated burden of 610 hours (7,320 forms x .0833 = 610 hours). The estimated annual cost is \$95,160 (5 minutes [.0833 hr/form] x 7,320 forms x \$156).

The total estimated burden is 611 hours (.8 hour + 610 hours) at a cost of \$95,290 (\$130.00 + \$95,160).

13. Estimate of Other Additional Costs.

None.

14. Estimated Annualized Cost to the Federal Government.

EDI Financial Forms (NRC Form 628) and Credit Card Forms (NRC Form 629) are processed by third party entities for the NRC annually. There is no cost to the NRC because the cost for this service, by the third party, is assumed by the Department of the Treasury.

15. Reasons for Changes in Burden or Cost.

The overall estimated burden increased by 569 from 42 hours to 611 hours and the estimated number of responses by 6,800 from 530 to 7,330 because of the following:

- (1) The burden for NRC Form 628, Financial EDI Authorization was reduced by 3.2 hours from 4 to .8 hour because the actual number of forms received was 10 instead of the estimated 50. The decrease in burden hours is in direct correlation to the decrease in the number of responses.
- (2) The burden for NRC Form 629, authorization for Payment by Credit Card and NUREG/BR-0254 was increased by 572 hours from 38 to 610 because the actual number of forms received was 7,320 instead of the estimated 480. The increase in burden hours is in direct correlation to the increase in the number of responses. Because NRC mandated that all fingerprint fees be paid by credit card, there was a significant increase in the number of credit card forms processed .

16. Publication for Statistical Use

None.

17. Reason for Not Displaying the Expiration Date.  
Not applicable.

18. Exceptions to the Certification Statement.  
Not applicable.

B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS

Statistical methods are not used in this information collection.

U. S. NUCLEAR REGULATORY COMMISSION

Agency Information Collection Activities: Proposed Collection; Comment Request

AGENCY: U. S. Nuclear Regulatory Commission (NRC)

ACTION: Notice of pending NRC action to submit an information collection request to OMB and solicitation of public comment.

SUMMARY: The NRC is preparing a submittal to OMB for review of continued approval of information collections under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. Chapter 35).

Information pertaining to the requirement to be submitted:

1. The title of the information collection:  
NUREG/BR-0238, Materials Annual Fee Billing Handbook,  
NRC Form 628, Financial EDI Authorization,  
NUREG/BR-0254, Payment Methods,  
NRC Form 629, Authorization for Payment by Credit Card
2. Current OMB approval number: 3150-0190
3. How often the collection is required: Annually

4. Who is required or asked to report: Anyone doing business with the Nuclear Regulatory Commission including licensees, applicants and individuals who are required to pay a fee for inspections and licenses.
5. The number of annual respondents: 7,330 (10 for NRC Form 628, and 7,320 for NRC Form 629, and NUREG/BR-0254).
6. The number of hours needed annually to complete the requirement or request: 611 (.80 hour for NRC Form 628 and 610 hours for NRC Form 629 and NUREG/BR-0254).
7. Abstract: The U.S. Department of the Treasury encourages the public to pay monies owed the government through use of the Automated Clearinghouse Network and credit cards. These two methods of payment are used by licensees, applicants, and individuals to pay civil penalties, full cost licensing fees, and inspection fees to the NRC.

Submit, by (insert date 60 days after publication in the Federal Register), comments that address the following questions:

1. Is the proposed collection of information necessary for the NRC to properly perform its functions? Does the information have practical utility?
2. Is the burden estimate accurate?
3. Is there a way to enhance the quality, utility, and clarity of the information to be collected?
4. How can the burden of the information collection be minimized, including the use of automated collection techniques or other forms of information technology?

A copy of the draft supporting statement may be viewed free of charge at the NRC Public Document Room, One White Flint North, 11555 Rockville Pike, Room O-1 F21, Rockville, MD 20852. OMB clearance requests are available at the NRC worldwide web site:

<http://www.nrc.gov/public-involve/doc-comment/omb/index.html>. The document will be available on the NRC home page site for 60 days after the signature date of this notice.

Comments and questions about the information collection requirements may be directed to the NRC Clearance Officer, Brenda Jo. Shelton (T-5 F52), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, by telephone at 301-415-7233, or by Internet electronic mail to [INFOCOLLECTS@NRC.GOV](mailto:INFOCOLLECTS@NRC.GOV).

Dated at Rockville, Maryland, this 6<sup>th</sup> day of October 2004.

For the Nuclear Regulatory Commission

**/RA/**

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Brenda Jo. Shelton, NRC Clearance Officer  
Office of the Chief Information Officer





U.S. Nuclear Regulatory  
Commission

# Materials Annual Fee Billing Handbook



Office of the Chief Financial Officer



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**APPROVED BY THE OFFICE OF MANAGEMENT AND BUDGET  
(OMB APPROVAL NO. 3150-0190, expires April 30, 2005)**

The estimated burden to comply with this voluntary information collection request is 5 minutes per response. This information will enable the respondent to transfer funds electronically. Forward comments regarding this burden estimate to the Records and FOIA/Privacy Services Branch, Mailstop T-5 F52, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and to the Paperwork Reduction Project (3150-0190), Office of Management and Budget, Washington, DC 20503. If an information collection request does not display a currently valid OMB control number, the NRC may neither conduct nor sponsor, and a person is not required to respond to, the information collection.



# QUESTIONS ABOUT YOUR MATERIALS ANNUAL FEE

## GENERAL QUESTIONS

**Q** What is the invoice for?

**A** The invoice is for the FY 2005 ANNUAL FEE for the license identified on the invoice.

**Q** What period does this invoice cover?

**A** It covers the period from October 1, 2004, through September 30, 2005.

**Q** What is the anniversary month?

**A** The anniversary month is the month the license was originally issued.

**Q** We have more than one license; why didn't we get invoices for all of them?

**A** If you have multiple licenses or approvals and they have different anniversary months, invoices will be issued for the anniversary month of each license or approval.

## ANNUAL CERTIFICATION OF SMALL ENTITY STATUS FOR THE PURPOSES OF ANNUAL FEES IMPOSED UNDER 10 CFR PART 171 (also see pages 11-14)

**Q** What is it?

**A** Licensees that meet the U.S. Nuclear Regulatory Commission's (NRC's) size standards for a small entity must complete the enclosed NRC Form 526 in order to qualify for a reduced annual fee.

**Q** If we qualified last year, why is this year's bill for the full amount?

**A** A new form is required for each year and for each invoice you receive. Because a licensee's "size," or the size standards, may change from year to year, the invoice reflects the full fee and licensees must complete and return to the NRC

a new form in order for the fee to be reduced to the small entity fee. **YOU WILL NOT RECEIVE A NEW INVOICE FOR THE REDUCED AMOUNT.** Mail the completed form, the payment for the appropriate small entity fee, and the “Payment Copy” of the invoice to the address listed on the invoice.

**PLEASE CAREFULLY READ THE INSTRUCTIONS ON THE BACK OF NRC FORM 526 BEFORE COMPLETING THE FORM.**

**Q We do not qualify as a small entity; should we complete the form, and what do we do with the form if we don’t qualify?**

**A** Licensees that do not meet the NRC’s size standards for a small entity should disregard NRC Form 526 and send payment for the invoiced amount, together with the “Payment Copy” of the invoice, to the address listed on the invoice.

## **TERMINATION REQUESTS**

**Q Our license was terminated; why did we receive an invoice?**

**A** THE ANNUAL FEE IS NOT WAIVED FOR TERMINATION REQUESTS FILED AFTER OCTOBER 1, 2004. The full invoiced amount is due. However, if you file a termination request between October 1, 2004, and March 31, 2005, the NRC will prorate the fee 50 percent and will process a refund for any overpayment. The NRC will not prorate the annual fee for termination requests that are filed after March 31, 2005.

**Q How can we avoid the annual fee for next year?**

**A** To avoid the annual fee for FY 2006 (October 1, 2005, through September 30, 2006) you must request termination, or an amendment for possession or storage only, before October 1, 2005, and must permanently cease licensed activities before this date.

## NRC'S FEE SCHEDULES

Our fee schedules are published for notice and comment rulemaking in the *Federal Register*.

The proposed and final fee schedules are available on the internet (for 90 days after the effective date) at <http://ruleforum.llnl.gov/>. The proposed fee schedule is also mailed to each licensee.

If you need a copy of the current fee schedule, please ask the telephone receptionist or the license fee staff listed on the back cover, and we will be glad to furnish one to you. You can also e-mail us at [fees@nrc.gov](mailto:fees@nrc.gov).

## PAYMENT DUE DATE

### **Q** When is the payment due?

**A** The payment is due on the invoice date. The NRC will charge interest for any payments that are not received within 30 days of the invoice date.

FAILURE TO MAKE THE PAYMENT AND SEND THE "PAYMENT COPY" OF THE INVOICE TO THE ADDRESS ON THE INVOICE MAY RESULT IN LATE CHARGES.

## PAYMENT METHODS

### **Q** How do I pay the invoice?

**A** Payments can be made as follows:



#### **EDI/ACH Payments**

The NRC can accept electronic payments using electronic data interchange (EDI) through the Automated Clearinghouse (ACH) Network. A Financial EDI Authorization Form is enclosed with each invoice. If you have any questions about EDI/ACH payments, please contact our depository bank, U.S. Bank, at 314-418-8239.

### **Credit Card Payments**

The NRC can accept credit card applications for payment of annual fees. An authorization form is enclosed with each invoice. Complete and mail the authorization form to our lockbox bank:

**U.S. Nuclear Regulatory Commission  
Accounts Receivable Team  
P.O. Box 954514  
St. Louis, MO 63195-4514**

### **Check Payments**

Send checks to our lockbox bank at the address above.

Since the payment address is a post office lockbox for the bank, only regular mail or U.S. Postal Service Express Mail can be accepted.

### **Federal Express/Overnight Delivery**

Send to:

**U.S. Nuclear Regulatory Commission  
Division of Financial Management  
Accounts Receivable Team Mailstop T9 E10  
11555 Rockville Pike  
Rockville, MD 20852-2738**

### **Fedwire/TFCS Payments**

To send a Fedwire through a Federal Reserve Bank for credit to our account at the U.S. Treasury, see the section of this brochure entitled “Procedures for Electronic Funds Transfer” (page 9).

### **Late Payment Charges**

See “Interest,” “Penalty,” and “Administrative Charge” in the section entitled “Terms and Conditions” (pages 5 and 6).

### **Disputed Debts**

See the section entitled “Procedures for Extending Payment Dates of Annual Fee Invoices” (page 7).



# TERMS AND CONDITIONS

**NOTICE:** This invoice shows the annual fee assessed for your licensed program. Fees are assessed in accordance with the schedules in 10 CFR Part 171.

The suspension, revocation, or termination of a license does not relieve the licensee of its responsibility for any debt(s). The fee(s) and associated interest, penalties, and administrative costs, if any, constitute a debt to the United States pursuant to Federal law, and the invoice is the demand for payment required under Federal law and implementing regulations. The NRC *will not* accept or execute any purchase order submitted by a licensee as a condition to the licensee's paying the debt. The NRC also reserves the right not to accept or execute any claim form or other document submitted by a licensee as a condition to the licensee's paying the debt.



**TERMS:** Payment is due immediately and should be made payable to the U.S. Nuclear Regulatory Commission by credit card, check, draft, money order, or electronically (Electronic Data Interchange, Automated Clearinghouse Electronic Funds Transfer). Where specific payment instructions are provided on the bills, payment should be made accordingly, e.g., bills of \$5,000 or more will normally indicate payment by electronic funds transfer. With respect to Federal agencies, payment by the Intragovernmental Payment and Collection System (IPAC) will be accepted.

**INTEREST:** Interest will be assessed to the extent authorized under common law or in accordance with 31 U.S.C. 3717, and will accrue from the invoice date at the annual rate of 1 percent. However, interest will be waived if payment is received within 30 days from the invoice date. For NRC debt collection procedures, refer to 10 CFR Part 15.

**PENALTY:** A penalty charge will be assessed on any portion of a debt that is subject to the provisions of 31 U.S.C. 3717 and is delinquent for more than 90 days (at the annual rate of 6 percent). This charge will be calculated on or after the 91st day of delinquency, but will accrue from the date the debt became delinquent. For this purpose, a debt is delinquent if it has not been paid by the invoice date.

**ADMINISTRATIVE CHARGE:** The NRC is required to assess an administrative charge incurred as a result of a delinquent debt subject to the provisions of 31 U.S.C. 3717. Administrative costs may include costs incurred in obtaining a credit report or in using a private debt collector, to the extent they are attributable to the delinquency. The minimum administrative charge is \$5 a month.

**USE OF CONSUMER REPORTING AGENCIES AND CONTRACTING FOR COLLECTION SERVICES:** In addition to assessing interest, penalties, and administrative costs, the NRC may report a debt that is current or delinquent to a consumer reporting agency (credit bureau) and may refer the delinquent debt to a private debt collection contractor in order to recover the delinquent debt. The debt collection contractor is entitled to add its collection fee to the debt. The NRC may also pursue collection or litigation of delinquent debt through the Department of Justice, the Internal Revenue Service, and the Department of the Treasury for administrative offset and tax refund offset. The debtor will be liable for all collection fees incurred with the collection of this debt.

**10 CFR 170.41 FAILURE BY LICENSEE TO PAY PRESCRIBED FEES AND**

**10 CFR 171.23 ENFORCEMENT:** When the Commission finds that a licensee has failed to pay a prescribed fee or files a false certification with respect to qualifying as a small entity under the Regulatory Flexibility Criteria, the Commission will not process any application and may suspend or revoke any license or approval issued to the licensee or may issue an order with respect to licensed activities as the Commission determines to be appropriate or necessary to carry out the provisions of these parts. The filing of a false certification to qualify as a small entity under subsection 171.16(c) of 10 CFR Part 171 may also result in punitive action pursuant to 18 U.S.C. 1001.

**RIGHT TO REVIEW AND APPEAL OF PRESCRIBED FEES:** All debtors' requests for review of the fees assessed and appeal or disagreement with the prescribed fee must be submitted in writing in accordance with the provisions of 10 CFR 15.31, "Disputed Debts."

# **P**ROCEDURES FOR EXTENDING PAYMENT DATES OF ANNUAL FEE INVOICES

Annual fees are billed in accordance with the schedules contained in 10 CFR Part 171. Interest on the amount billed accrues from the invoice date but will be waived if the amount due is paid within 30 days after said date. If the 30-day period is extended, interest will be waived provided the debt is paid before the expiration of the extended period. The 30-day period may be extended, at NRC's discretion, in accordance with the following procedures:

**1.** The NRC must receive the debtor's written request for an extension of the period *before* expiration of the 30-day period. The request should explain why the debt is incorrect in fact or in law (10 CFR 15.31). If the request is not received within the 30-day period, it will automatically be denied. Telephone requests for extensions will not be considered. Requests for extensions of the 30-day period should be submitted to the:

**U. S. Nuclear Regulatory Commission  
Office of the Chief Financial Officer  
Division of Financial Management  
Accounts Receivable Team Mailstop T9 E10  
11555 Rockville Pike  
Rockville, MD 20852-2738**

**2.** The debtor's explanation must have merit for the NRC to extend the 30-day period. A request is deemed to have merit if it causes the NRC to question whether the amount originally billed is correct.

**a.** If the explanation has merit, the NRC will notify the debtor in writing that the request is granted and that the 30-day period will be extended to a certain date. This date will be stated on the revised invoice and will be approximately 30 days after the date the revised invoice is mailed. The amount on the revised invoice will constitute a final determination of the existence or amount of the debt. A final determination by the NRC for this purpose need not await the outcome of litigation or further administrative review. Further extensions of this date stated on the revised invoice will not be granted. If the amount on the revised invoice is not paid on or before the date stated on the invoice, interest from the date of the original invoice will become due and payable.

**b.** The NRC may, at its discretion, meet with the debtor's representatives to receive further evidence or arguments supporting the debtor's contentions.

**c.** A request for an extension may be granted either with respect to the entire amount originally billed or with respect to a portion of the amount originally billed. In the latter case, the remainder of such amount will remain due and payable as originally billed and if not paid on or before that date, interest from the date of the original invoice will become due and payable.

**d.** If the debtor's explanation does not have merit and does not cause the NRC to question whether the amount originally billed is correct, the request will be denied. Failure of the NRC to notify a debtor before the end of the 30-day period that a request for an extension has been denied will not constitute grounds for a waiver of interest.

**e.** The assertion that the invoice is unsupported by detailed data does not constitute an explanation of why the amount billed is incorrect in fact or in law. If the debtor views information furnished with the invoice as insufficient for the purpose of a request for an extension, the debtor should seek the necessary information as soon as possible so that a request for extension can be submitted within the 30-day period.

**3.** If an extension of the 30-day period is granted and the amount originally billed remains unchanged, such extension will be stated on the revised invoice as provided for in item 2a.

**4.** NRC records in support of billed fees are not subject to audit by non-governmental entities. However, copies of records desired by a debtor can be made available to the debtor if they are reproduced at the debtor's expense. For any charges that may be assessed, refer to 10 CFR Part 9.

**5.** The NRC will refund to a debtor any amount that is later determined to be an overpayment, including interest, if any, that was paid by the debtor on such amount. The NRC is not authorized to pay interest on any part of an annual fee that was paid to the NRC and is later refunded.



# PROCEDURES FOR ELECTRONIC FUNDS TRANSFER

The NRC can receive funds through the U.S. Department of the Treasury (Treasury) Fedwire Deposit System. The basic wire message format below complies with the Federal Reserve Board's standard structured third-party format for all electronic funds transfer (EFT) messages. A sample of an EFT message to Treasury and a narrative description of each field follow:

(1)		
021030004	(2)	
(3)	(4)	(5)
(6)	/	
(7) (8)		
TREAS NYC/CTR	(9)	
BNF=/AC-31000001 OBI=		
(10)		

Field	Content
(1) <b><u>RECEIVER-DFI#</u></b>	- Treasury's ABA number for deposit messages is 021030004.
(2) <b><u>TYPE-SUBTYPE-CD</u></b>	- The type and subtype code will be provided by the sending bank.
(3) <b><u>SENDER-DFI#</u></b>	- This number will be provided by the sending bank.
(4) <b><u>SENDER-REF#</u></b>	- The 16-character reference number is inserted by the sending bank at its discretion.
(5) <b><u>AMOUNT</u></b>	- The transfer amount must be punctuated with commas and decimal point; use of the "\$" is optional. This item will be provided by the depositor.
(6) <b><u>SENDER-DFI-NAME</u></b>	- This information is automatically inserted by the Federal Reserve Bank.
(7) <b><u>RECEIVER-DFI-NAME</u></b>	- Treasury's name for deposit messages is "TREAS NYC." This name should be entered by the sending bank.

(8) **PRODUCT CODE** - A product code of “CTR” for customer transfer should be the first data in the RECEIVER-TEXT field. Other values may be entered, if appropriate, using the ABA’s options. A slash must be entered after the product code.

(9) **AGENCY LOCATION CODE (ALC) - THIS ITEM IS OF CRITICAL IMPORTANCE.** IT MUST APPEAR ON THE FUNDS TRANSFER DEPOSIT MESSAGE IN THE PRECISE MANNER AS STATED TO ALLOW FOR THE AUTOMATED PROCESSING AND CLASSIFICATION OF THE FUNDS TRANSFER MESSAGE TO THE AGENCY LOCATION CODE OF THE APPROPRIATE AGENCY. The ALC identification sequence can, if necessary, begin on one line and end on the next line; however, the field tag “BNF=” must be on one line and cannot contain any spaces. NRC’s 8-digit ALC is:

BNF=/AC-31000001

(10) **THIRD-PARTY INFORMATION - The Originator to Beneficiary Information field tag “OBI=” is used to signify the beginning of the free-form third-party text. All other identifying information to enable the NRC to identify the deposit, for example, NRC annual fee invoice number, description of fee - 10 CFR 171 annual fee, and licensee name, should be placed in this field.**

The optimum format for fields 7, 8, 9, and 10 using an 8-digit ALC is as follows:

TREAS NYC/CTR/BNF=/AC-31000001 OBI=

The optimum format, shown above, will allow 219 character positions of information following the “OBI=” indicator.

If the licensee’s bank is not a member of the Federal Reserve System, the non-member bank must transfer the necessary information and funds to a member bank, which then must transfer the information and funds to the local Federal Reserve Bank.

For transfer of funds from local Federal Reserve Banks to be recorded on the same day, the transfer must be received at the New York Federal Reserve Bank by 4 p.m., EST. Otherwise, the deposit will be recorded on the next workday.

# SMALL ENTITY COMPLIANCE GUIDE

## Introduction

The Small Business Regulatory Enforcement Fairness Act of 1996 (SBREFA) requires all Federal agencies to prepare a written guide for each “major” final rule as defined by the Act. The NRC’s fee rule, published annually to comply with the Omnibus Budget Reconciliation Act of 1990 (OBRA-90) which requires the NRC to collect approximately 100 percent of its budget authority each year through fees, is considered a “major” rule under this law. This compliance guide has been prepared to assist NRC material licensees in complying with the fee rule.

Licensees may use this guide to determine whether they qualify as a small entity under NRC regulations and are eligible to pay reduced annual fees assessed under 10 CFR Part 171. The NRC has established two tiers of separate annual fees for those materials licensees who qualify as small entities under NRC’s size standards.

Licensees who meet NRC’s size standards for a small entity must complete NRC Form 526 to qualify for the reduced annual fee. This form accompanies each annual fee invoice mailed to materials licensees. The completed form, the appropriate small entity fee, and the payment copy of the invoice, should be mailed to the U.S. Nuclear Regulatory Commission, Division of Financial Management, to the address indicated on the invoice. Failure to file a small entity certification in a timely manner may result in the denial of any refund that might otherwise be due.

## NRC Definition of Small Entity

The NRC has defined a small entity for purposes of compliance with its regulations (10 CFR 2.810) as follows:

1. **Small business** - a for-profit concern that provides a service or a concern not engaged in manufacturing with average gross receipts of \$5 million or less over its last 3 completed fiscal years;
2. **Manufacturing industry** - a manufacturing concern with an average number of 500 or fewer employees based upon employment during each pay period for the preceding 12 calendar months;

3. **Small organization** - a not-for-profit organization which is independently owned and operated and has annual gross receipts of \$5 million or less;
4. **Small governmental jurisdiction** - a government of a city, county, town, township, village, school district or special district with a population of less than 50,000;
5. **Small educational institution** - an educational institution supported by a qualifying small governmental jurisdiction, or one that is not state or publicly supported and has 500 or fewer employees<sup>1</sup>

To further assist licensees in determining if they qualify as a small entity, we are providing the following guidelines, which are based on the Small Business Administration's regulations (13 CFR part 121).

1. A small business concern is an independently owned and operated entity which is not considered dominant in its field of operations.
2. The number of employees means the total number of employees in the parent company, any subsidiaries and/or affiliates, including both foreign and domestic locations (i.e., not solely the number of employees working for the licensee or conducting NRC licensed activities for the company).
3. Gross annual receipts includes all revenue received or accrued from any source, including receipts of the parent company and any subsidiaries and/or affiliates, and account for both foreign and domestic locations. Receipts include all revenues from sales of products and services, interest, rent, fees, and commissions, from whatever sources derived (i.e., not solely receipts from NRC licensed activities). There are limited exceptions as set forth at 13 CFR 121.104. These are: the term "receipts" excludes net capital gains or losses, taxes collected for and remitted to a taxing authority if included in gross or total income, proceeds from the transactions between a concern

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<sup>1</sup> An educational institution referred to in the size standards is an entity whose primary function is education, whose programs are accredited by a nationally recognized accrediting agency or association, who is legally authorized to provide a program of organized instruction or study, who provides an educational program for which it awards academic degrees, and whose educational programs are available to the public.



and its domestic or foreign affiliates (if also excluded from gross or total income on a consolidated return filed with the IRS), and amounts collected for another by a travel agent, real estate agent, advertising agent, or conference management service provider.

4. A licensee who is a subsidiary of a large entity does not qualify as a small entity.

### **NRC Small Entity Fees**

In 10 CFR 171.16 (c), the NRC has established two tiers of small-entity fees for licensees that qualify under the NRC's size standards. Currently, these fees are as follows:

<b><u>Small Business Not Engaged in Manufacturing and Small Not-For Profit Organizations (Gross Annual Receipts)</u></b>	<b><u>Maximum Annual Fee Per Licensed Category</u></b>
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<b>\$350,000 to \$5 million</b>	<b>\$2,300</b>
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<b>Less than \$350,000</b>	<b>\$500</b>
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<b><u>Manufacturing entities that have an average of 500 employees or less</u></b>	
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<b>35 to 500 employees</b>	<b>\$2,300</b>
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<b>Less than 35 employees</b>	<b>\$500</b>
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<b><u>Small Governmental Jurisdictions (Including publicly supported educational institutions)</u></b>	
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<b><u>(Population)</u></b>	
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<b>20,000 to 50,000</b>	<b>\$2,300</b>
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<b>Less than 20,000</b>	<b>\$500</b>
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<b><u>Educational Institutions that are not State or Publicly Supported, and have 500 Employees or Less</u></b>	
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<b>35 to 500 employees</b>	<b>\$2,300</b>
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<b>Less than 35 employees</b>	<b>\$500</b>
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To pay a reduced annual fee, a licensee must use NRC Form 526, enclosed with the annual fee invoice, to certify that it meets NRC's size standards for a small entity. Failure to file NRC Form 526 in a timely manner may result in the denial of any refund that might otherwise be due.

### **Instructions for Completing NRC Form 526**

1. File a separate NRC Form 526 for each annual fee invoice received.

2. Complete all items on NRC Form 526 as follows:
- a. The license number and invoice number must be entered exactly as they appear on the annual fee invoice.
  - b. The North American Industry Classification (NAIC) Code should be entered if it is known.
  - c. The licensee's name and address must be entered as they appear on the invoice. Name and/or address changes for billing purposes must be annotated on the invoice. Correcting the name and/or address on NRC Form 526 or on the invoice does not constitute a request to amend the license. Any request to amend a license is to be submitted to the respective licensing staffs in the NRC Regional or Headquarters Offices.
  - d. Check the appropriate size standard under which the licensee qualifies as a small entity. Check one box only. The size standards apply to the licensee, not the individual authorized users listed in the license.
  - e. The owner of the entity, or an official empowered to act on behalf of the entity, must sign and date the small entity certification.

The NRC sends invoices to its licensees for the full annual fee, even though some entities qualify for reduced fees as a small entity. Licensees who qualify as a small entity and file NRC Form 526, which certifies eligibility for small entity fees, may pay the reduced fee, which for a full year is either \$2,300 or \$500 depending on the size of the entity, for each fee category shown on the invoice. Licensees granted a license during the first six months of the fiscal year and licensees who file for termination or for a possession only license and permanently cease licensed activities during the first six months of the fiscal year pay only 50 percent of the annual fee for that year. Such an invoice states the "Amount Billed Represents 50% Proration." This means the amount due from a small entity is not the prorated amount shown on the invoice but rather one-half of the maximum annual fee shown on NRC Form 526 for the size standard under which the licensee qualifies, resulting in a fee of either \$1150 or \$250 for each fee category billed instead of the full small entity annual fee of \$2,300 or \$500.

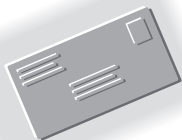
A new small entity form (NRC Form 526) must be filed with the NRC each fiscal year to qualify for reduced fees for that fiscal year. Because a licensee's "size," or the size standards, may change from year

to year, the invoice reflects the full fee and a new Form must be completed and returned for the fee to be reduced to the small entity fee. LICENSEES WILL NOT BE ISSUED A NEW INVOICE FOR THE REDUCED AMOUNT. The completed NRC Form 526, the payment of the appropriate small entity fee, and the “Payment Copy “ of the invoice should be mailed to the U.S. Nuclear Regulatory Commission, Accounts Receivable Team at the address indicated on the invoice.

If you have questions about the NRC’s annual fees, please call the license fee staff at 301-415-7554, e-mail the fee staff at [fees@nrc.gov](mailto:fees@nrc.gov), or write to the U.S. Nuclear Regulatory Commission, Washington, DC 20555, Attention: Office of the Chief Financial Officer.

False certification of small entity status could result in civil sanctions being imposed by the NRC under the Program Fraud Civil Remedies Act, 31 U.S.C. 3801 *et. seq.* NRC’s implementing regulations are found at 10 CFR Part 13.

## **To CONTACT US IN WRITING**



**LETTERS (DO NOT SEND ANNUAL FEE PAYMENTS OR SMALL ENTITY FORMS TO THIS ADDRESS)**

If you have other questions, please write to the

**U.S. Nuclear Regulatory Commission  
Office of the Chief Financial Officer  
Division of Financial Management  
License Fee Team Mail Stop T9 E10  
11555 Rockville Pike  
Rockville, MD 20852-2738**

To assist us in providing a prompt response, please include your license number, invoice number, if applicable, and a daytime number (including the area code) where you can be reached.

E-mail us at [fees@nrc.gov](mailto:fees@nrc.gov).

# To CONTACT US BY PHONE

FUNCTION	RESPONSIBLE STAFF	TELEPHONE
Past Due Notices	Lynn Bates Lynda Venson	301-415-6079 301-415-6063
EDI/ACH/Credit Cards/ Lockbox Receipts	Lynda Venson Sunny Chen	301-415-6063 301-415-6312
Fedwire Receipts	Lynda Venson Lynn Bates	301-415-6063 301-415-6079

## Other Questions:

Exempt Distribution Licenses	Brenda Brown	301-415-6055
Sealed Source and Device Registrations	Rosalyn Jones	301-415-7300
Quality Assurance Program Approvals	Billy Blaney	301-415-5092
Small Entity Certification	Brenda Brown	301-415-6055

## Other Licensees Located in:

Region I CT, DC, DE, MA, MD, ME, NH, NJ, NY, PA, RI, VT	Billy Blaney	301-415-5092
Region II AL, FL, GA, KY, MS, NC, PR, SC, TN, VA, VI, WV	Rosalyn Jones	301-415-7300
Region III IA, IL, IN, MI, MN, MO, OH, WI	Brenda Brown	301-415-6055
Region IV AK, AR, AZ, CA, CO, Guam, HI, ID, KS, LA, MT, ND, NE, NM, NV, OK, OR, SD, TX, UT, WA, WY	Brenda Brown	301-415-6055

Our license fee staff can help you with questions concerning fees for your license, registration, or approval, including small entity questions.



ALL GENERAL LICENSE  
FEE INQUIRIES: 301-415-7554

## FINANCIAL EDI AUTHORIZATION

Estimated burden per response to comply with this voluntary collection request: 5 minutes. Requested information will allow respondents to transfer funds electronically. Send comments regarding burden estimate to the Records and FOIA/Privacy Services Branch (T-5 F52), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by internet e-mail to [infocollects@nrc.gov](mailto:infocollects@nrc.gov), and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202, (3150-0190), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.

After completing this form, please fold and seal for postage paid return mail.

"AGENCY"

"COMPANY"

U.S. Nuclear Regulatory Commission provides services to \_\_\_\_\_

Company agrees to make payments for fees by electronic funds transfer (EFT) through the ACH Network. Agency agrees to grant such flexibility.

Therefore, Agency hereby:

1. authorizes Company to make fee payments by EFT,
2. certifies that it has selected the following depository financial institution, and
3. directs that all such electronic funds transfers be made as provided below:

NAME OF INSTITUTION <b>U.S. Bank</b>	ACCOUNT NAME <b>Nuclear Regulatory Commission</b>	ACCOUNT NUMBER <b>1001094034</b>
ADDRESS OF DEPOSITARY INSTITUTION (include ZIP Code) <b>P. O. Box 524 Government Lock Box (TRAM 41-2) St. Louis, MO 63166-0524</b>	ROUTING TRANSIT NUMBER <b>081000210</b>	FAX TELEPHONE NUMBER <b>314-418-4423</b>

Can you receive an electronic invoice in the EDI 810 format? ☐ YES ☐ NO Payment Format: ☐ CTX ☐ CCD+

COMPANY NAME		COMPANY ADDRESS (include ZIP Code)	
COMPANY EFT CONTACT	TELEPHONE NUMBER		
COMPANY TELEPHONE CONTACT	TELEPHONE		

Agency shall give thirty (30) days advance, written notice to Company of any changes in depository financial institution or other payment instructions. When properly executed, this authorization will become effective fifteen (15) days after its receipt by Agency's financial institution.

AUTHORIZED SIGNATURE	TITLE	DATE
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## PRIVACY ACT STATEMENT

Pursuant to 5 U.S.C. 552a(e)(3), enacted into law by Section 3 of the Privacy Act of 1974 (Public Law 93-579), the following statement is furnished to individuals who supply information to the U.S. Nuclear Regulatory Commission (NRC) on NRC Form 628. This information is maintained in a system of records designated as NRC-32 and described at 67 Federal Register 63796 (October 15, 2002), or the most recent Federal Register publication of the NRC's "Republication of Systems of Records Notices" that is available at the NRC Public Document Room, 11555 Rockville Pike, Rockville, MD, or located in the Agencywide Documents Access and Management System (ADAMS).

1. **AUTHORITY:** 5 U.S.C. 552a(b)(12) (1999); 5 U.S.C. 5514 (1996); 15 U.S.C. 1681a(f) (1970); 26 U.S.C. 6103(m)(2) (2002); 31 U.S.C. 37, subchapters I and II; 31 U.S.C. 3701(a)(3) (2001); 31 U.S.C. 3711 (1996); 31 U.S.C. 3716 (1999); 31 U.S.C. 3717 (1996); 31 U.S.C. 3718 (1997); 31 U.S.C. 3720A (1996); 42 U.S.C. 2201 (1992); 42 U.S.C. 5841 (1996); Cash Management Improvement Act Amendments of 1992 (Pub. L. 102-589); Debt Collection Improvement Act of 1996 (Pub. L. 104-134); 31 CFR Chapter IX, Parts 900-904; 10 CFR Parts 15 (2002), 16 (2003), 170 (2004), 171 (2004); Executive Order 9397, November 22, 1943; Section 201 of Executive Order 11222.
2. **PRINCIPAL PURPOSE(S):** To provide information necessary for the NRC to accept fee payments by electronic funds transfer.
3. **ROUTINE USE(S):** Information contained in this system may be disclosed to debt collection contractors or to other Federal agencies for the purpose of collecting and reporting on delinquent debts and to banks enrolled in the Automated Clearinghouse (ACH) Network to collect a payment or debt when the individual has given his or her authorization for this purpose. The information may also be disclosed to an appropriate agency in the event the information indicates a violation or potential violation of law and in the course of an administrative or judicial proceeding. In addition, this information may be transferred to an appropriate agency to the extent relevant and necessary for an NRC decision about you or to the extent relevant and necessary for that agency's decision about you. Information from this form may also be disclosed, in the course of discovery under a protective order issued by a court of competent jurisdiction, and in presenting evidence, to a Congressional office to respond to their inquiry made at your request, or to NRC-paid experts, consultants, and others under contract with the NRC, on a need-to-know basis.
4. **WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION:** Providing this information is voluntary. However, not providing the requested information will not provide the NRC the information and authorization required to accept payment of fees by electronic funds transfer.
5. **SYSTEM MANAGER(S) AND ADDRESS:** Director, Division of Financial Management, Office of the Chief Financial Officer, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

Estimated burden per response to comply with this voluntary collection request: 5 minutes. This collection solicits information that will allow the respondent to transfer funds electronically. Forward comments regarding burden estimate to the Records and FOIA/Privacy Services Branch (T-5 F52), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and to the Paperwork Reduction Project (3150-0190), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.

The following are payment methods accepted by the NRC for payment of an annual fee, proposed or imposed civil penalty, a full cost licensing or inspection invoice, an application fee or a revision to a reciprocity application, registration fee, or other fees:



## 1. PAYMENT BY ACH

The ACH (Automated Clearinghouse) Network is a highly reliable and efficient nationwide batch-oriented electronic funds transfer system governed by ACH operating rules which provide for the interbank clearing of debit and credit transactions and for the exchange of information among participating financial institutions.

A growing number of transactions involving the collection of funds by Federal agencies are being made through the ACH Network. The Federal government is the largest single user of the ACH Network, originating and receiving millions of transactions each month. At NRC, collections via the ACH Network have been increasing each year since 1996.

### ACH offers several advantages over checks:

- ☺ Preferred method of payment
- ☺ Provides automatic bill payment
- ☺ Eliminates postage fees
- ☺ Eliminates lost checks
- ☺ Eliminates late payments and associated late charges
- ☺ Reduces check writing and reconciliation fees
- ☺ Least expensive of all electronic collection systems
- ☺ Both payment and refunds (debits and credits) can be processed through the ACH network

To respond to the growing needs of companies to electronically send payment information as well as payments between trading partners, the ACH system incorporated Corporate-to-Corporate payments. Because of the importance to move information quickly NRC can now accept electronic payment through our Corporate-to-Corporate payment program.

You may print a copy of NRC Form 628 FINANCIAL EDI AUTHORIZATION from the NRC web site at <http://www.nrc.gov>. Select License Fees and scroll down to Forms.

You may also obtain a copy of the form by calling Accounts Receivable at 301-415-7554.

## 2. PAYMENT BY CREDIT CARD

The NRC is currently accepting credit cards for payment of annual fees, full cost licensing and inspection fees, new license fees, revisions to reciprocity applications, civil penalties and other fees. We accept Visa, MasterCard, American Express, and Discover. If you wish to pay by credit card, complete the authorization form included with your invoice or civil penalty. You may also print a copy of the form from the NRC web site. The URL is <http://www.nrc.gov>. Select License Fees and scroll down to Forms. The form is NRC Form 629, AUTHORIZATION FOR PAYMENT BY CREDIT CARD.

### Mail Credit Card Authorization to:

U.S. Nuclear Regulatory Commission  
Accounts Receivable Team  
P.O. Box 954514  
St. Louis, MO 63195-4514



or

Fax the Credit Card Authorization Form to Accounts Receivable at 301-415-5387. You can e-mail Accounts Receivable at [fees@nrc.gov](mailto:fees@nrc.gov).

Be sure to reference your invoice number if you are paying a bill. If you are submitting an application fee for a new license or revision to a reciprocity application, just state this in the invoice field.

If you are paying a civil penalty, reference the EA number in the invoice field.

## 3. PROCEDURES FOR ELECTRONIC FUNDS TRANSFER

The NRC can receive funds through the U.S. Department of the Treasury (Treasury) Fedwire Deposit System. The basic wire message format below complies with the Federal Reserve Board's standard structured third-party format for all electronic funds transfer (EFT) messages.

(1)			
021030004	(2)		
(3)	(4)	(5)	
(6)	/		
(7)	(8)		
TREAS NYC/CTR /			
(9)			
BNF=/AC-31000001 OBI=			
(10)			

A sample of an EFT message to Treasury and a narrative description of each field follow:

Field	Content
(1)	<u>RECEIVER-DFI#</u> - Treasury's ABA number for deposit messages is 021030004
(2)	<u>TYPE-SUBTYPE-CD</u> - The type and subtype code will be provided by the sending bank.
(3)	<u>SENDER-DFI#</u> - This number will be provided by the sending bank.
(4)	<u>SENDER-REF#</u> - The 16-character reference number is inserted by the sending bank at its discretion.
(5)	<u>AMOUNT</u> - The transfer amount must be punctuated with commas and decimal point; use of the "\$" is optional. This item will be provided by the depositor
(6)	<u>SENDER-DFI-NAME</u> - This information is automatically inserted by the Federal Reserve Bank.
(7)	<u>RECEIVER-DFI-NAME</u> - Treasury's name for deposit messages is "TREAS NYC." This name should be entered by the sending bank.
(8)	<u>PRODUCT CODE</u> - A product code of "CTR" for customer transfer should be the first data in the RECEIVER-TEXT field. Other values may be entered, if appropriate, using the ABA's options. A slash must be entered after the product code.
(9)	<u>AGENCY LOCATION CODE (ALC)</u> - THIS ITEM IS OF CRITICAL IMPORTANCE. IT MUST APPEAR ON THE FUNDS TRANSFER DEPOSIT MESSAGE IN THE PRECISE MANNER AS STATED TO ALLOW FOR THE AUTOMATED PROCESSING AND CLASSIFICATION OF THE FUNDS TRANSFER MESSAGE TO THE AGENCY LOCATION CODE OF THE APPROPRIATE AGENCY. The ALC identification sequence can, if necessary, begin on one line and end on the next line; however, the field tag "BNF=" must be on one line and cannot contain any spaces. NRC's 8-digit ALC is: BNF=/AC-31000001

(10) THIRD-PARTY INFORMATION - The Originator to Beneficiary Information field tag "OBI=" is used to signify the beginning of the free-form third-party text. All other identifying information to enable the NRC to identify the deposit, for example, NRC annual fee invoice number, description of fee - 10 CFR 171 annual fee, and licensee name, should be placed in this field.

The optimum format for fields 7, 8, 9, and 10 using an 8-digit ALC is as follows:

TREAS NYC/CTR/BNF=/AC-31000001 OBI=

The optimum format, shown above, will allow 219 character positions of information following the "OBI=" indicator.

If the licensee's bank is not a member of the Federal Reserve System, the non-member bank must transfer the necessary information and funds to a member bank, which then must transfer the information and funds to the local Federal Reserve Bank.

For transfer of funds from local Federal Reserve Banks to be recorded on the same day, the transfer must be received at the New York Federal Reserve Bank by 4 p.m., EST. Otherwise, the deposit will be recorded on the next workday.

#### 4. PAYMENT BY CHECK

Checks should be made payable to the U.S. Nuclear Regulatory Commission with the invoice number, EA number or other information which identifies what you are paying written on the check. Mail the check to:

U.S. Nuclear Regulatory Commission  
Accounts Receivable Team  
P.O. Box 954514  
St. Louis, MO 63195-4514

FedEx or overnight mailings must be delivered to:

11545 Rockville Pike  
Rockville, MD 20852-2738

#### TAXPAYER IDENTIFICATION NUMBER

You must file your Taxpayer Identification Number with the NRC. NRC Form 531 can be viewed and printed from our web site at <http://www.nrc.gov>. Select License Fees and scroll down to Forms or you can obtain a form by calling Fees at 301-415-7554.

# PAYMENT METHODS



#### For Information

The Office of the Chief Financial Officer will promptly respond to all requests for information. Please contact the office at:

U.S. NUCLEAR REGULATORY COMMISSION  
OCFO/DFM/ART T-9E10  
11545 Rockville Pike  
ROCKVILLE, MD 20852-2738  
(301)-415-7554

NUREG/BR-0254, Rev. 3  
October 2004

**AUTHORIZATION FOR PAYMENT  
BY CREDIT CARD**

Estimated burden per response to comply with this voluntary collection request: 5 minutes. Requested information will allow respondents to transfer funds electronically. Send comments regarding burden estimate to the Records and FOIA/Privacy Services Branch (T-5 F52), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by internet e-mail to [infocollects@nrc.gov](mailto:infocollects@nrc.gov), and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202, (3150-0190), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.

**The NRC is currently accepting credit card payment of fees and other debts. If you wish to pay by credit card, complete the authorization below. If you have any questions, contact the Team Leader, Accounts Receivable, at 301-415-7347.**

NAME OF CARDHOLDER		ACCOUNT NUMBER	CARD EXPIRATION DATE
ADDRESS		CARDS ACCEPTED (Check card you are using) <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> NOVUS (DISCOVER) <input type="checkbox"/> DINERS CLUB <input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> USA CARD	
TELEPHONE	LICENSE NUMBER	SIGNATURE OF CARDHOLDER	
INVOICE NUMBER OR DESCRIPTION	TOTAL AMOUNT OF TRANSACTION		

**If you are paying an application or registration fee (including new licenses, amendments, etc.), mail the completed form with your application to the appropriate regional office.**

**For all other payments, send completed form to:**

**U.S. Bank  
License Fee and Accounts Receivable Branch  
U.S. Nuclear Regulatory Commission  
P. O. Box 954514  
St. Louis, MO 63195-4514**

**If GL Registration fee, send to P. O. Box 74514**

**PRIVACY ACT STATEMENT**

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- 1. AUTHORITY:** 5 U.S.C. 552a(b)(12) (1999); 5 U.S.C. 5514 (1996); 15 U.S.C. 1681a(f) (1970); 26 U.S.C. 6103(m)(2) (2002); 31 U.S.C. 37, subchapters I and II; 31 U.S.C. 3701(a)(3) (2001); 31 U.S.C. 3711 (1996); 31 U.S.C. 3716 (1999); 31 U.S.C. 3717 (1996); 31 U.S.C. 3718 (1997); 31 U.S.C. 3720A (1996); 42 U.S.C. 2201 (1992); 42 U.S.C. 5841 (1996); Cash Management Improvement Act Amendments of 1992 (Pub. L. 102-589); Debt Collection Improvement Act of 1996 (Pub. L. 104-134); 31 CFR Chapter IX, Parts 900-904; 10 CFR Parts 15 (2002), 16 (2003), 170 (2004), 171 (2004); Executive Order 9397, November 22, 1943; Section 201 of Executive Order 11222.
- 2. PRINCIPAL PURPOSE(S):** To collect credit card account information and provide authorization for its use to collect a payment or debt.
- 3. ROUTINE USE(S):** Information contained in this system may be disclosed to debt collection contractors or to other Federal agencies for the purpose of collecting and reporting on delinquent debts and to banks enrolled in the Treasury Credit Card Network to collect a payment or debt when the individual has given his or her credit card number for this purpose. The information may also be disclosed to an appropriate agency in the event the information indicates a violation or potential violation of law and in the course of an administrative or judicial proceeding. In addition, this information may be transferred to an appropriate agency to the extent relevant and necessary for an NRC decision about you or to the extent relevant and necessary for that agency's decision about you. Information from this form may also be disclosed, in the course of discovery under a protective order issued by a court of competent jurisdiction, and in presenting evidence, to a Congressional office to respond to their inquiry made at your request, or to NRC-paid experts, consultants, and others under contract with the NRC, on a need-to-know basis.
- 4. WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION:** Providing this information is voluntary. However, not providing the requested information will not provide the NRC the information and authorization required to use your credit card to collect a payment or debt.
- 5. SYSTEM MANAGER(S) AND ADDRESS:** Director, Division of Financial Management, Office of the Chief Financial Officer, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.